

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 06-081

TO: Superintendents, Business Managers, Administrators

FROM: Philip Williams, Deputy Associate Superintendent of School Finance

DATE: Friday, May 19, 2006

SUBJECT: Access to SAIS Online for Prior Year ELL Assessment Corrections

Effective Monday, May 22, 2006 SAIS Online will be available to make prior year ELL Assessment corrections pursuant to the provisions of ARS 15-915. This function is reserved for those LEAs who have no other way to make these corrections through their Student Management System. The new User Roles created to accommodate this function are:

- 17 – ELL Assessment Read Only**
- 18 – ELL Assessment Update**

LEAs will continue to follow the process to request SAIS Online permissions by accessing the Request Logins screen from Common Logon.

You may review the complete list of User Roles for SAIS Online line from the following location on our website (<https://www.ade.az.gov/requestlogin//SAISOnlineUserRoles.pdf>)

If LEAs have questions about UserIDs, passwords, or error messages in SAIS Online, they may contact the Support Center at 602-542-7378 or 866-577-9636.

The System Training and Response team (STaR) will provide training and assistance on this new application. Please submit your requests via this link:
<http://www.ade.az.gov/schoolfinance/STaR/TrainingAndAssistRequest/RequestForm.aspx>